
**MINUTES OF THE REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, JANUARY 16, 2018**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, January 16, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Bob Johnsen from Public Works and Mark Herak, Town Council.

1. The Wirth Road drainage design was discussed. The Commissioners rejected the proposal of purchasing a home to create space for the improvement. There was further discussion regarding the feasibility of paying for this the project. John Bach urged the Board to consider a timeline based on the design and the timing of the bid to complete the project if they chose to move forward.
2. Derek Snyder discussed the cause of the Primitive Peddler roof issues is the downspout from the apartment building next door is directed onto their roof.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, January 16, 2018, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Rex Burton, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, John Bach and Bob Johnsen of Public Works, and Mark Herak, Town Council.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: The December 19, 2017 Regular Public meeting minutes are approved as posted.

The Agenda was amended to include two items under special orders.

Special Orders:

Commissioner Cieslak motioned to appoint officers for the year 2018. Commissioner Burton seconded. The slate of officers for the Sanitary Board is Richard Garcia, President, Greg Cieslak, Vice President, David Jones, Secretary and Rex Burton as Board member. The slate of officers was approved unanimously.

Commissioner Burton motioned to make board appointments. Commissioner Cieslak seconded. The appointments to the Sanitary Board are Derek Snyder of NIES Engineering as consulting engineer, Attorney Robert F. Tweedle as Sanitary District Attorney, and Laura Pramuk as recording secretary. The motion also passed unanimously.

Communications:

1. A letter dated January 2, 2018 from Derek Snyder of Nies Engineering regarding the Ridge Road Catch Basin Lining project pay request #2 in the amount of \$49,510.80.
2. A letter dated January 2, 2018 from Christopher B. Burke of Christopher B Burke Engineering for Phase II Design Engineering Services for the Wirth Road Storm Sewer Project for the amount of \$60,100.

General Orders and Unfinished Business:

1. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-01

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE SANITARY DISTRICT OF HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES AS DISTRICT SEWAGE WORKS ENGINEER FOR THE YEAR 2018

Commissioner Burton motioned to approve Resolution 2018-01. Commissioner Cieslak seconded. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-01

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN NIES ENGINEERING, INCORPORATED AND THE SANITARY DISTRICT OF HIGHLAND TO PERFORM PROFESSIONAL ENGINEERING SERVICES AS DISTRICT SEWAGE WORKS ENGINEER FOR THE YEAR 2018

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, has heretofore determined a need to engage the professional engineering services in order carry out the mission of the District; and

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an Agreement to provide and furnish Professional Engineering Services in consideration for fees to be charged and billed monthly; and

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept and approve the agreement for services as herein described.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That the Professional Engineering Agreement (incorporated by reference and made a part of this resolution) between NIES Engineering, Incorporated, and the Sanitary District of Highland for District Sewage Works Engineer is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for professional engineering services are found to be reasonable and fair;

Section 3. That the Sanitary District of Highland, through its Board of Sanitary Commissioners, believes that NIES Engineering, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the President of the Sanitary District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Sanitary District of Highland.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 16th day of January 2018. Having been passed by a vote of 4 for and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

2. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-02

A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER TO THE
CONSTRUCTION CONTRACT WITH GRIMMER CONSTRUCTION, INCORPORATED FOR THE
JOHNSTON STREET SANITARY SEWER IMPROVEMENT PROJECT

Commissioner Cieslak motioned to approve Resolution 2018-02. Commissioner Jones seconded. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-02

A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER TO THE CONSTRUCTION CONTRACT WITH
GRIMMER CONSTRUCTION, INCORPORATED FOR THE JOHNSTON STREET SANITARY SEWER IMPROVEMENT
PROJECT

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The District, through its Board of Sanitary Commissioners, has heretofore determined a need to replace an existing eight inch (8") sanitary sewer in the 8100-8300 blocks of Johnston Street and the adjoining eight inch (8") laterals sewers serving the 3500 blocks of 81st Street, Duluth Place, Eder Place, and the 3400 block of Grand Boulevard owing to their deficiency and deteriorated conditions, which allow for extraordinary inflow/infiltration to the sanitary sewer system; and

Whereas, Robinson Engineering, LTD (Robinson) had prepared plans and specifications for the Project on behalf of the Sanitary District and the Project was bid in accordance with IC 36-1-12 et seq. and notice was published in accordance with IC 5-3-1; and

Whereas, The District has heretofore awarded a contract to Grimmer Construction, Incorporated (Grimmer) for the Project on May 16, 2017 in the amount Five Hundred Seventy-Two Thousand Five Hundred Ninety-Three Dollars and 00/100 (\$572,593.00); and

Whereas, during the course of construction of the Project, it has become necessary to change or alter the original specifications of the project; and

Whereas, Robinson, a licensed engineer performing construction engineering services on the Project, has specifically identified and presented a Change Order, attached herewith, which details the changes and alterations to the Project which have a net increase in the contract amount of Fifty-four Thousand One Hundred Twenty-seven Dollars and 65/100 Cents (\$54,127.65); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to approve and authorize the Change Order as described.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That Change Order No. 1 to Grimmer Construction, Incorporated for the Johnston Street Sanitary Sewer Improvement Project, as prepared by Robinson Engineering, LTD, a licensed professional engineer performing construction engineering services on the Project, is hereby approved and authorized in each and every respect;

Section 2. That Change Order No. 1 increases the original contract amount by Fifty-four Thousand One Hundred Twenty-seven Dollars and 65/100 Cents (\$54,127.65) bringing the total value of the agreement to Six Hundred Twenty-six Thousand Seven Hundred Twenty Dollars and 65/100 Cents (\$626,720.65);

Section 3. That the President of the Sanitary District of Highland be authorized to execute the Change Order with his signature;

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 16th day of January, 2018. Having been passed by a vote of 4 in favor and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

3. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-03

A RESOLUTION REDUCING APPROPRIATIONS in the SANITARY DISTRICT CAPITAL FUND, PURSUANT to I.e. 6-11-18, I.C. 36-9-25 ET SEQ.

Commissioner Jones motioned to approve Resolution 2018-03. Commissioner Burton seconded. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

TOWN of HIGHLAND
BOARD of SANITARY COMMISSIONERS
DEPARTMENT OF PUBLIC SANITATION AND SANITARY DISTRICT
SANITARY DISTRICT APPROPRIATION RESOLUTION NO. 2018-03

A RESOLUTION REDUCING APPROPRIATIONS in the SANITARY DISTRICT CAPITAL FUND, PURSUANT to I.C. 6-1.1-18, I.C. 36-9-25 ET SEQ.

WHEREAS, The Board of Sanitary Commissioners (the "Board") of the Department of Public Sanitation and its Sanitary District of the Town of Highland, Indiana (the "District") has heretofore issued Bonds of the Sanitary District in 2016 the proceeds of which were deposited to the Sanitary District Capital Fund;

WHEREAS, The Board was further advised that in order to expend the proceeds of the bonds, an additional appropriation hearing and authorization is necessary, notwithstanding I.C. 36-9-25-37, which states that "*all money raised under this chapter (I.C. 36-9-25) is considered appropriated to the respective purposes stated ...*", which the board did carry-out;

WHEREAS, The Town Clerk-Treasurer as fiscal officer of the Sanitary District did advise the Board of Commissioners that that sale was at less than par thus raising cash proceeds that were less than the amount appropriated;

WHEREAS, It has been determined that it is now necessary to reduce appropriations from what was appropriated in the budget for the Sanitary District Capital Fund;

WHEREAS, It has been determined that such diminished and reduced appropriations as may be approved by this resolution, will neither increase nor decrease the levy set under I.C. 6-1.1-17 and in the course of collection for FY 2018 as this involves a fund supported by Bond proceeds, however such reduction will work to align the appropriations with the available resources to be expended;

NOW, THEREFORE BE IT HEREBY RESOLVED by the Board of Sanitary Commissioners of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following appropriations of money are hereby reduced and ordered returned or reverted to the fund herein named and for the purposes herein specified, subject to the laws governing the same:

SANITARY DISTRICT CAPITAL FUND:

Reduce the following account:

Acct.	044-0000-43050-0018	Jet Truck and RD Sweeper:	\$ 87,270.00
Acct.	044-0000-43058-0018	Project Contingencies:	\$202,730.00
<i>Total Reduction for the Series:</i>			\$290,000.00

Total Reduction for the Fund: \$290,000.00

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action, pursuant to IC 6-1.1-17.

Duly Passed and Adopted this 16th Day of January 2018, by the Board of Sanitary Commissioners of the Town of Highland, Indiana. Having passed by a vote of 4 in favor and 0 opposed, all pursuant to I.C. 36-9-25 and I.C. 6-1.1-18 et seq.

BOARD of SANITARY COMMISSIONERS
TOWN of HIGHLAND, INDIANA

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

4. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-04

A Resolution Accepting and Approving an Agreement between Christopher B. Burke Engineering, LTD and the Sanitary District of Highland to perform Professional Engineering Design Services associated with the Wirth Road Storm Sewer Project

Commissioner Burton made a motion to table Resolution 2018-04 until the February Public meeting. Commissioner Cieslak seconded. The motion carried via voice vote.

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Fund 040	Sanitary Operating	\$159,443.34
Fund 044	San Dist Capital	\$1,049.71
Fund 070	Sewage Operating	\$290,309.75
<u>Fund 072</u>	<u>Sewage Improvement</u>	<u>\$95,868.30</u>
	Total	\$546,671.10

Commissioner Jones made a motion to approve payment of the claims in the amount of \$546,671.10. Commissioner Cieslak seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, February 20, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Cieslak moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting adjourned at 7:10 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately after the Public Meeting on Tuesday, January 16, 2018, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Bob Johnsen of Public Works, and Mark Herak, Town Council.

Staff Reports:

1. The Town Theater has been demolished. The water lines have been capped. The Mexican Restaurant near the Town Theater has a lease until August of 2018.

2. Mark Herak emphasized the importance of the Town outsourcing the water meters being changed so they can be read and give accurate readings. He also advised Dick's Sporting Goods is moving to Shops on Main in Schererville. The Developer of Highland Grove is struggling with many of their investments in Puerto Rico. The town is interested in extending LaPorte to Indianapolis Boulevard.

Next Meeting: The next scheduled study session will be on February 6, 2018. The next regularly scheduled Regular Public Meeting Session will be held Tuesday, February 20, 2018 7:00 p.m., following a study session at 6:30 p.m.

The meeting adjourned at 8:07 p.m.

Laura Pramuk, Recording Secretary

MINUTES OF THE REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, FEBRUARY 20, 2018

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, February 20, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, and Mark Herak, Town Council.

1. Bob Johnsen presented the Overflow Incident Report on 2/19/18
2. Derek Snyder issued the expense tracking of major projects

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, February 20, 2018, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Rex Burton, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney and Mark Herak, Town Council.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: The January 16, 2018 Regular Public meeting minutes are approved as posted

Special Orders: None

Communications:

1. Letter from Derek Snyder of NIES Engineering, Inc. dated January 29, 2018, Re: Pay Request No. 3 (Final), Ridge Road Catch Basin Lining Project, 2017 Work Order #1 per Annual Service Agreement 3 - Sewer Structure Rehabilitation.

2. Letter from Derek Snyder of NIES Engineering, Inc. dated February 8, 2018, Re: Pay Request No. 2 (Final), 2624 Condit Street sanitary sewer repair and alley improvement in the amount of \$2037.50

General Orders and Unfinished Business:

1. Action to accept the work of Spectra Tech, LLC for the Ridge Road Catch Basin Lining Project and approve Pay Request No. 3 (Final), release of retainage, in the amount of \$10,136.95.

A motion to approve the pay request was made by Commissioner Burton and Commissioner Cieslak seconded. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motions passed.

2. Action to accept the work of Hasse Construction Company for the Sanitary Sewer Repair and Alley Improvement Project at 2624 Condit Street (Final), release of retainage, in the amount of \$2,037.50.

A motion to approve the pay request was made by Commissioner Cieslak and Commissioner Burton seconded. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motion was passed.

3. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-04

A Resolution Accepting and Approving an Agreement between Christopher B. Burke Engineering, LTD and the Sanitary District of Highland to perform Professional Engineering Design Services associated with the Wirth Road Storm Sewer Project. Commissioner Jones motioned to approve Resolution 2018-04. Commissioner Cieslak seconded. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

Sanitary District of Highland
Board of Sanitary Commissioners
Resolution No. 2018-04

A Resolution Accepting and Approving an Agreement between Christopher B. Burke Engineering, LTD and the Sanitary District of Highland to perform Professional Engineering Design Services associated with the Wirth Road Storm Sewer Project

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, had engaged Christopher B. Burke Engineering, LTD for the Wirth Road Concept Drainage Design to evaluate and remedy certain flooding conditions along Wirth Road between Grace Street and O'Day Drive, including LaVerne Drive, east of Grace Street; and

Whereas, Christopher B. Burke Engineering, LTD (CBBEL) has offered and presented a proposal for Phase II Design Engineering Services for the **Wirth Road Storm Sewer Project** for a not-to-exceed fee of Sixty-Thousand One Hundred Dollars and no cents (\$60,100.00); and

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept and

approve the agreement for services as herein described.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That the Professional Engineering Agreement (incorporated by reference and made a part of this resolution) between Christopher B. Burke Engineering, LTD and the Sanitary District of Highland for the **Phase II Design Engineering Services** for the Wirth Road Storm Sewer Project is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for professional engineering services in the amount of Sixty-Thousand One Hundred Dollars and no cents (\$60,100.00) are found to be reasonable and fair;

Section 3. That the Sanitary District of Highland, through its Board of Sanitary Commissioners, believes that Christopher B. Burke Engineering, LTD has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the President of the Sanitary District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Sanitary District of Highland.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 20th day of February 2018. Having been passed by a vote of 4 for and 0 opposed.

The Sanitary District of Highland
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

4. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-05

A RESOLUTION EXERCISING A ONE YEAR SERVICE EXTENSION OPTION TO THE CONTRACT BETWEEN REPUBLIC SERVICES OF INDIANA LP AND THE SANITARY DISTRICT OF HIGHLAND FOR THE COLLECTION AND DISPOSAL OF REFUSE AND RECYCLABLES FOR THE PERIOD APRIL 1, 2018 THROUGH MARCH 31, 2019 AND DIRECTING THE PUBLIC WORKS DIRECTOR GIVE FORMAL NOTICE THEREOF

Commissioner Cieslak motioned to approve Resolution 2018-05. Commissioner Jones seconded. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2018-05

A RESOLUTION EXERCISING A ONE YEAR SERVICE EXTENSION OPTION TO THE CONTRACT BETWEEN REPUBLIC SERVICES OF INDIANA LP AND THE SANITARY DISTRICT OF HIGHLAND FOR THE COLLECTION AND DISPOSAL OF REFUSE AND RECYCLABLES FOR THE PERIOD APRIL 1, 2018 THROUGH MARCH 31, 2019 AND DIRECTING THE PUBLIC WORKS DIRECTOR GIVE FORMAL NOTICE THEREOF

Whereas, The Sanitary District of Highland had prepared specifications, pursuant to IC 36-9-30-5, for the purpose of contracting for services for the Collection and Disposal of Refuse and Recyclables and the work was bid in accordance with Section 3.05.060(H) of the HMC; and

Whereas, On February 19, 2013, the Sanitary Board of Commissioners adopted Resolution No. 2013-10 and accepted the bid of Republic Services of Indiana LP as the lowest responsive and responsible bid, and

Whereas, The Contract for the Collection and Disposal of Refuse and Recyclables was for four (4) years for the term April 1, 2013 through March 31, 2017 and included a provision, allowing for two (2) one (1) year extensions to the Contract at the sole discretion of the Town of Highland; and

Whereas, On February 7, 2017, the Sanitary Board of Commissioners adopted Resolution 2017-06 and exercised its first one-year service extension option to the contract with Republic Services of Indiana LP for the period April 1, 2017 through March 31, 2018; and

Whereas, The Sanitary Board of Commissioners now wishes to exercise its final option to extend the Contract for the Collection and Disposal of Refuse and Recyclables for one (1) year for the term April 1, 2018 through March 31, 2019.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That the Sanitary Board of Commissioners hereby exercises its option to extend the Contract with Republic Services of Indiana LP, for the Collection and Disposal of Refuse and Recyclables, one year, for the period April 1, 2018 through March 31, 2019, at the terms and fees as expressed in the Original Agreement;

Section 2. That the Public Works Director, acting in the capacity of Sanitary District Superintendent, is hereby instructed to formally notify Republic Services of Indiana LP of the Sanitary Districts decision to extend the Contract as discussed herein.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 20th day of February, 2018. Having been passed by a vote of 4 for and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s./Richard Garcia, President

Attest:

/s/David Jones, Secretary of the Board of Sanitary Commissioners

New Business:

1. Commissioner Burton made a motion to authorize attorney, Susan Franzetti to sign the revised tolling agreement extension from March 1, 2018 to September 4, 2018. Commissioner Cieslak seconded. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motion was passed.

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Fund 040	Sanitary Operating	\$220,945.61
Fund 041	San Dist BD & INT Exem	\$156,582.50
Fund 042	San Dist BD & INT New	\$911,501.34
Fund 044	San Dist Capital	\$230,664.28
Fund 070	Sewage Operating	\$296,375.60

Fund 072	Sewage Improv	\$7,538.70
	Total	\$1,823,608.03

Commissioner Jones made a motion to approve payment of the claims in the amount of \$1,823,608.03. Commissioner Burton seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday March 20, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Cieslak moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting adjourned at 7:06 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately after the Public Meeting on Tuesday, February 20, 2018, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, and Mark Herak, Town Council.

Staff Reports:

1. The Hammond Sanitary District Long Term Control Plan was discussed.

Next Meeting: The next scheduled study session will be on March 6, 2018. The next regularly scheduled Regular Public Meeting Session will be held Tuesday, March 20, 2018 7:00 p.m., following a study session at 6:30 p.m.

The meeting adjourned at 7:50 p.m.

Laura Pramuk, Recording Secretary

**MINUTES OF THE REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, MARCH 20, 2018**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, March 20, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works and Mark Herak, Town Council.

1. The GIS license will be retained and a Public Works employee has been identified for training.
2. Derek Snyder issued the expense tracking of major projects

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, March 20, 2018, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney John Bach and Mark Knesek of Public Works and Mark Herak, Town Council.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: The February 20, 2018 Regular Public meeting minutes are approved as posted..

Special Orders: None

Communications:

1. A letter dated March 13, 2018 from Thomas J. Gordon, Resident Engineer, Christopher B Burke Engineering, LTD, Re: Pay Request No. 7, Martha Street Storm Sewer Improvement Project for Grimmer Construction, Inc. in the amount of \$164,422.05, plus retainage in the amount of \$18,269.12.
2. A letter dated March 6, 2018 from Ronald J. Wiedeman, Robinson Engineering, LTD, Re: Pay Request No. 4, Retainage Reduction (50%), Johnston Street Sanitary Sewer Project for Grimmer Construction, Inc. in the amount of \$31,336.04.

General Orders and Unfinished Business:

1. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-06

A Resolution Authorizing and Approving an Agreement between Commonwealth Engineering, Incorporated and the Sanitary District of Highland for Phase I and II Preliminary Engineering Services associated with SSO Remedial Project in the sanitary Sewer Collection System

A motion to approve Resolution 2018-06 was made by Commissioner Cieslak and Commissioner Burton seconded. Upon a roll call vote there were (5) five affirmatives and no (0) negatives. The motion was passed.

Board of Sanitary Commissioners
Resolution No. 2018-06

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN COMMONWEALTH ENGINEERING, INCORPORATED AND THE SANITARY DISTRICT OF HIGHLAND FOR PHASE I AND II PRELIMINARY ENGINEERING SERVICES ASSOCIATED WITH SSO REMEDIAL PROJECTS IN THE SANITARY SEWER COLLECTION SYSTEM

Whereas, The Sanitary District of Highland (District) is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners (Commissioners) shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Commissioners, in performing their duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, On May 4, 2016, the Commissioners engaged Commonwealth Engineering, Inc. (CEI) to perform sanitary sewer system computer modeling and to prepare a SWMM Collection System Hydraulic Modeling Report of the 5th Street Sanitary Sewer System Basin, which would identify defendable alternatives for correcting and eliminating sanitary sewer overflows, all to support an acceptable Action Plan submittal to the United States Environmental Protection Agency (USEPA) and Indiana Department of Environmental Management (IDEM); and

Whereas, In October 2016, CEI had submitted the final SWMM Collection System Hydraulic Modeling Report to the District that provided alternative solutions throughout the system to eliminate sanitary sewer overflows within the collection system based upon ten (10), twenty-five (25) and fifty (50) year recurrence intervals including planning level improvements in both the 41st Street Pump Station basin collection system and 41st Street Pump Station and Force Main facility that would eliminate sanitary sewer overflows within the 41st Street Pump Station Sanitary sewer basin; and

Whereas, The District now desires to refine the alternative solutions identified in the SWMM Report in the 41st Street Sanitary Sewer Basin that are designed to eliminate sanitary sewer overflows and have procured a proposal from CEI to further refine the SWMM model and identify certain system improvements to the 41st Street Pump Station and Force Main and collection system, all consistent with the draft consent decree negotiations between the Sanitary District, State of Indiana, and Federal Government, and

Whereas, Commonwealth Engineering, Inc. has prepared and presented a proposal to the District, CEI Task Order No. 2018-01, Highland Sanitary District – SSO Remedial Projects – Phase I and II Preliminary Engineering, for consideration for a not-to-exceed fee of Ninety-six Thousand Eight Hundred Eight Dollars and no Cents (\$96,808.00); and

Whereas, There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept and approve the agreement for services as herein described.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That the Professional Design Engineering Agreement (CEI Task Order No. 2018-01), incorporated by reference and made a part of this resolution, between Commonwealth Engineering, Incorporated, and the Sanitary District of Highland for Highland Sanitary District – SSO Remedial Projects – Phase I and II Preliminary Engineering for a not-to-exceed amount of Ninety-six Thousand Eight Hundred Eight Dollars and no Cents (\$96,808.00) is hereby approved, adopted and ratified in each and every respect;

Section 2. That the terms and charges under the agreement for professional engineering services are found to be reasonable and fair;

Section 3. That the Sanitary District of Highland, through its Board of Sanitary Commissioners, believes that Commonwealth Engineering, Incorporated has demonstrated professional competence and qualifications to perform the

particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

Section 4. That the President of the Sanitary District of Highland be authorized to execute the Agreement with his signature as attested thereto by Secretary of the Sanitary District of Highland.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 20th day of March 2018. Having been passed by a vote of 5 for and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia Cieslak, President

Attest:

/s/David Jones, Secretary

2. *SANITARY DISTRICT of HIGHLAND*
Board of Sanitary Commissioners
Resolution No. 2018-07

A Resolution Establishing the 2018 Capital Project Budget of the Sanitary District to be Paid from its Sewage Works Improvement Fund

A motion to approve Resolution 2018-07 was made by Commissioner Cieslak and Commissioner Burton seconded. Upon a roll call vote there were (5) five affirmatives and no (0) negatives. The motion was passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
CAPITAL BUDGET RESOLUTION NO. 2018-05

A RESOLUTION ESTABLISHING THE 2018 CAPITAL PROJECT BUDGET OF THE SANITARY DISTRICT TO BE PAID FROM ITS SEWAGE WORKS IMPROVEMENT FUND

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Board of Sanitary Commissioners in performing its duties, now determines that passage and adoption of a Capital Budget Resolution establishing a Capital Budget to be paid from funds of the Sanitary District to be necessary for the sound management and control of the sewage works and performing its duty to construct, reconstruct, operate, repair, and maintain all sewage works.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said District, the following allowances for the identified sums of money are hereby fixed and ordered set apart for the purposes herein specified to be paid from Sanitary District Sewage Works Improvement Fund:

Inflow/Infiltration Repair/Rehabilitation	\$600,000.00
41 st Street Sanitary Sewer Basin Improvements (PE)	96,808.00
<u>Redzone YES Program</u>	<u>\$107,924.84</u>

Total Allowances as fixed for this Fund \$804,732.84

Section 2. That the Municipal Fiscal Officer is instructed and authorized to assign such accounts and establish such financial reporting methodology as to permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 3. That the Superintendent of the Sanitary District is instructed and authorized to prepare accounts payable for projects identified herein in such a manner as to support and permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 4. That there shall be no capital expenditure for the identified projects in excess of the amounts fixed by this resolution without express action by the Board of Sanitary Commissioners, revising the amount fixed and authorizing the additional allowance amount;

Section 5. That any prior Capital Budget duly adopted by resolution and as amended from time to time is hereby repealed and replaced to include the Capital expenses identified herein.

Section 6. That this Resolution shall be effective immediately upon its passage and adoption by the Board of Sanitary Commissioners and may be amended or repealed by subsequent resolution duly passed and adopted.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 20th day of March 2018. Having been passed by a vote of 5 for and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary of the Board of Sanitary Commissioners

3. Action to Approve Pay Request No. 7 to Grimmer Construction, Inc. for the Martha Street Storm Sewer and Pump Station Project in the amount of \$164,422.05 and transfer the amount of \$18,269.12 to the Capital Retainage Fund. Commissioner Burton motioned to approve. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

4. Action to Authorize a 50% reduction in the Capital Retainage fund and approve payment to Grimmer Construction, Inc. for the Johnston Street Sanitary Sewer Project in the amount of \$31,336.04. A balance of \$31,336.04 will be held until the final acceptance of the project. Commissioner Cieslak motioned to approve. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

5. Action to Authorize a 50% reduction in the Capital Retainage fund and approve payment to Grimmer Construction, Inc. for the Martha Street Storm Sewer and Pump Station Project in the amount of \$66,838.38. A balance of \$66,838.38 will be held until the final acceptance of the project. Commissioner Jones motioned to approve. Commissioner Cieslak seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Fund 040	Sanitary Operating	\$154,996.85
Fund 044	San Dist Capital	\$220,854.62
Fund 070	Sewage Operating	\$212,496.40
	Total	\$588,347.87

Commissioner Jones made a motion to approve payment of the claims in the amount of \$588,347.87. Commissioner Burton seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday April 17, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Cieslak moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting adjourned at 7:15 p.m.

The meeting adjourned to an Executive Session.

Laura Pramuk, Recording Secretary

**MINUTES OF THE REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, APRIL 17, 2018**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, April 17, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, and John Bach of Public Works.

1. The cost to date for 3416 Martha Street is \$19,837.31. There will be additional costs such as the sidewalk and fence. If the resident does not pay a lien will be placed on the home.
2. The Cardinal Campus sewer work is complete.
3. Commonwealth is working on Phase 1 which is the North side of town and Phase 2 is the south side and more work will be involved.

4. Robert Tweedle advised that there was a conference call with DOJ and EPA that took place April 12, 2018 and that the next scheduled conference call with DOJ and EPA will take place on May 9, 2018.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, April 17, 2018, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney John Bach of Public Works and Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: The March 20, 2018 Regular Public meeting minutes are posted as written.

Special Orders: None

Communications: None

General Orders and Unfinished Business:

1. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-08

A Resolution awarding the contract for annual Service Agreement 1 to Insituform Technologies USA, Inc. for cured-in-place pipe lining of sanitary sewers as the lowest responsive and responsible bid.

A motion to approve Resolution 2018-08 was made by Commissioner Burton and Commissioner Jones seconded. There was much discussion about the cost of the bids received for the lining of the sanitary sewers. Mark Herak thought the Public Works Department should be trained to make the improvements. Derek Snyder spoke on the training required and the supplies and the temperature requirements to perform the lining. John Bach told the Board lining is less expensive than replacing the pipe. More discussion ensued. Rex Burton suggested the Board approve the lowest responsible bid and meet with other Public Works departments to determine what other methods are being used to line or replace pipes. Also to determine the most cost effective option used by other communities. Upon a roll call vote there were (5) five affirmatives and no (0) negatives. The motion was passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2018-08

A RESOLUTION AWARDING THE CONTRACT FOR ANNUAL SERVICE AGREEMENT 1 TO INSITUFORM TECHNOLOGIES USA, INC. FOR CURED-IN-PLACE PIPE LINING OF SANITARY SEWERS AS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDS

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, has heretofore determined a need to rehabilitate the sanitary sewer system for the purpose of controlling inflow and infiltration of storm water into the sanitary sewer and that sanitary sewer lining is a “Trenchless Reconstruction” initiatives available to that purpose; and

Whereas, NIES Engineering, Incorporated has prepared plans and specifications for Annual Service Agreements for Trenchless Reconstruction of Sanitary Sewers that include Cure-in-Place Pipe Lining (Contract 1), on behalf of the Sanitary District and the work was bid in accordance with IC 36-1-12 *et seq.* and notice was published in accordance with IC 5-3-1; and

Whereas, the following bids were received at 10:00 a.m. on March 29, 2018:

Bid Tabulations attached hereto and made a part of this Resolution

Whereas, the Sanitary District Superintendent and NIES Engineering, Inc. have reviewed the bids and determined that the bid of Insituform Technologies USA, Inc. for ANNUAL SERVICE AGREEMENT 1 FOR CURED-IN-PLACE PIPE LINING OF SANITARY SEWERS in the amounts of the various classes of work described in the bid, to be the lowest responsive and responsible bid, and

Whereas, there are sufficient and available appropriations balances on hand to support the payments under the agreements, pursuant to IC 5-22-17-3(e); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept the bid and award the contracts, respectively.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Highland Sanitary District, Lake County, Indiana, as follows:

1. That the Bid of INSITUFORM TECHNOLOGIES USA, INC. in the amount of the various classes of work described in the bid for ANNUAL SERVICE AGREEMENT 1, CURED-IN-PLACE PIPE LINING OF SANITARY SEWERS, is hereby accepted as the lowest responsive and responsible bid.
2. That the Sanitary District Superintendent is authorized to execute the agreements and all documents necessary to implement the Contracts.

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 17th day of April. Having been passed by a vote of 5 in favor and 0 opposed.

HIGHLAND SANITARY DISTRICT
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Fund 040	Sanitary Operating	\$188,408.44
Fund 042	Sant Dist BD & Int	\$ 600.00
Fund 044	San Dist Capital	\$10,420.51
Fund 070	Sewage Operating	\$324,928.65
Fund 072	Sewage Improv	107,924.84
	Total	\$632,282.44

Commissioner Jones made a motion to approve payment of the claims in the amount of \$632,282.44. Commissioner Burton seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday May 15, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Cieslak moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting adjourned at 7:30 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately after the Public Meeting on Tuesday, April 17, 2018, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach of Public Works, and Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer.

Staff Reports:

1. Michael Griffin reviewed the finances for the Board.

Next Meeting: The next scheduled study session will be on May 1, 2018. The next regularly scheduled Regular Public Meeting Session will be held Tuesday, May 15, 2018 7:00 p.m., following a study session at 6:30 p.m.

The meeting adjourned at 8:20 p.m.

Laura Pramuk, Recording Secretary

**MINUTES OF THE REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, MAY 15, 2018**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, May 15, 2018, with

Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach & Mark Knesek of Public Works, Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer.

1. Mark Knesek shared with the commissioners the article for the Gazebo Express.
2. Robert Tweedle recapped the last minute cancellation of the May 8th conference call with IDEM. The conference call has not been rescheduled to date.
3. John Bach reported until there is a proper platform for a variety of software programs used by Public Works the GIS program is stalled. When the platform is established the GIS program will move forward.
4. Derek Snyder the Cardinal Campus paving was pushed back.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, May 15, 2018, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney John Bach and Mark Knesek of Public Works and Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer. Note: Rex Burton arrived after 7 p.m. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: The April 17, 2018 Regular Public meeting minutes are posted as written.

Special Orders: None

Communications:

1. A letter dated April 24, 2018 from Derek Snyder of Nies Engineering regarding Proposal for Professional Engineering Services during construction at Wicker Park Manor water main and street improvement project Wicker Park Drive, Walnut Drive and Robertson Place.
2. A letter dated April 26, 218 from Derek Snyder of Nies Engineering regarding the Wicker Park Manor water main and street improvement project report on bids received.

General Orders and Unfinished Business:

1. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-09

A Joint Resolution of the Board of Works, the Water Works Board of Directors, and the Sanitary District Board of Commissioners accepting and approving a proposal from Nies Engineering, Inc. for professional engineering services during construction for the Wick Park Drive/Walnut Ave/Robertson Place water main and street improvement project in the total amount of \$72,000.

A motion to approve Resolution 2018-09 was made by Commissioner Cieslak and Commissioner Corpus seconded. The majority of the cost is for the Water Board and \$3,600 for the Sanitary District. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motion was passed.

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2018-19

WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2018-05

SANITARY DISTRICT OF HIGHLAND
BOARD OF COMMISSIONERS
RESOLUTION NO. 2018-09

A JOINT RESOLUTION OF THE BOARD OF WORKS; THE WATER WORKS BOARD OF DIRECTORS, AND SANITARY DISTRICT BOARD OF COMMISSIONERS ACCEPTING AND APPROVING A PROPOSAL FROM NIES ENGINEERING, INC. FOR PROFESSIONAL ENGINEERING SERVICES DURING CONSTRUCTION FOR THE WICKER PARK DRIVE/WALNUT AVENUE/ROBERTSON PLACE WATER MAIN AND STREET IMPROVEMENT PROJECT IN THE TOTAL AMOUNT OF \$72,000

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists make certain public improvements and repairs to roadway infrastructure on Wicker Park Drive between 81st Street and River Drive; on Walnut Drive between Wicker Park Drive and Robertson Place; and on Robertson Place between 81st Street and Walnut Drive, including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement and have hereto approved a project to be described as the Wicker Park Manor Improvement Project (Project); and

Whereas, The Town of Highland has procured a Community Development Block Grant, from the U.S. Department of Housing and Urban Development through an application filing with the Lake County Community Development Department in the amount of \$ 119,653.63, which will offset the costs for the roadway improvements described herein; and

Whereas, the Waterworks District of Highland (WW District) is governed by its Board of Waterworks Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Water Works Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The WW District, through its Board of Directors, has determine the need to replace and upsize the existing water lines within the Project boundaries, as described herein, in order to improve water flow and water quality; has determined that it would be in the best interest of the utility to coordinate the work with the Project; and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

Whereas, The Sanitary District of Highland (SD District) is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Project scope includes the repair and replacement of certain storm water and sanitary system facilities, which are the responsibility of SD District and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

Whereas, The Works Board, Waterworks District Board of Directors, and Sanitary Board of Commissioners has heretofore determined a need to engage the professional engineering services during construction in order to implement the Project, and

Whereas, NIES Engineering, Incorporated, (Consultant) has offered and presented an agreement to provide and furnish Professional Engineering Design Services in consideration for fees to be charged and billed monthly based upon a lump sum of the value of the services completed, in an amount not to exceed Seventy-two Thousand Dollars (\$72,000.00) allocated in proportional shares equivalent to the percentage of construction work being completed for each agency; and

Whereas, The Town of Highland, through its Board of Works, now desires to accept and approve the agreement for services as herein described; and

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept and approve the agreement for services as herein described; and

Whereas, The Sanitary District of Highland, through its Board of Commissioners, now desires to accept and approve the agreement for services as herein described; and

Whereas, There are sufficient and available appropriation balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Now, Therefore Be it Resolved by the Board of Works for the Town of Highland; Board of Directors of the Highland Waterworks, and the Sanitary Board of Commissioners of the Highland Sanitary District; Lake County, Indiana and, as follows:

1. That the Professional Engineering Services during Construction Proposal (incorporated by reference and made a part of this resolution) from NIES Engineering, Incorporated for the Wicker Park Drive/Walnut Avenue/Robertson Place Water Main And Street Improvement Project is hereby approved, adopted and ratified in each and every respect;

2. That the terms and charges under the agreement for construction engineering services in the not-to-exceed amount of Seventy-two Thousand Dollars (\$72,000.00) allocated in the amount as follows:

a. Eighteen Thousand Dollars and no Cents (\$18,000.00) to the Highland Board of Works is found to be reasonable and fair;

b. Fifty Thousand Four Hundred Dollars and no Cents (\$50,400.00) to the Waterworks District of Highland is found to be reasonable and fair;

c. Three Thousand Six Hundred Dollars and no Cents (\$3,600.00) to the Sanitary District of Highland is found to be reasonable and fair

3. That the Water Works District of Highland, through its Board of Directors and Town Council, which is the Works Board of the municipality; and the Sanitary District of Highland believes that NIES Engineering, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

4. That the Water Works District Superintendent/Public Works Director/Sanitary District Superintendent is authorized to execute the agreement and all documents necessary to implement the Project.

Duly Adopted, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, this 14th day of May, 2018. Having been passed by a vote of 5 in favor and 0 opposed.

**BOARD OF WORKS OF THE TOWN OF
HIGHLAND, INDIANA**

/s/Mark Herak (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 26th day of April, 2018. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**

/s/George Georgeff, President

Attest:

/s/George A. Smith, Secretary

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 15th day of May 2018. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND SANITARY DISTRICT
BY ITS BOARD OF COMMISSIONERS:**

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

2. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-10

A Joint Resolution of the Board of Works, the Water Works Board of Directors, and the Sanitary Board of Commissioners awarding a bid to Rex Construction Company, Incorporated for the Wicker Park Manor Street improvement and water main replacement project in the total amount of \$749,794.00 as the lowest responsive and responsible bid.

A motion to approve Resolution 2018-10 was made by Commissioner Cieslak and Commissioner Corpus seconded. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motion was passed.

TOWN OF HIGHLAND
BOARD OF WORKS
ORDER OF THE WORKS BOARD NO. 2018-20

WATERWORKS DISTRICT OF HIGHLAND
BOARD OF WATERWORKS DIRECTORS
RESOLUTION NO. 2018-06

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2018-10

A JOINT RESOLUTION OF THE BOARD OF WORKS, THE WATER WORKS BOARD OF DIRECTORS, AND THE SANITARY BOARD OF COMMISSIONERS AWARDED A BID TO REX CONSTRUCTION COMPANY, INCORPORATED FOR THE WICKER PARK MANOR STREET IMPROVEMENT AND WATER MAIN REPLACEMENT PROJECT IN THE TOTAL AMOUNT OF \$749,794.00 AS THE LOWEST RESPONSIVE AND RESPONSIBLE BID

Whereas, The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), has determined that a need exists make certain public improvements and repairs to roadway infrastructure on Wicker Park Drive between 81st Street and River Drive; on Walnut Drive between Wicker Park Drive and Robertson Place; and on Robertson Place between 81st Street and Walnut Drive, including the replacement of defective curb and sidewalk, pavement, and tree removal and replacement and have hereto approved a project to be described as the Wicker Park Manor Improvement Project (Project); and

Whereas, The Town of Highland has procured a Community Development Block Grant, from the U.S. Department of Housing and Urban Development through an application filing with the Lake County Community Development Department in the amount of \$ 119,653.63, which will offset the costs for the roadway improvements described herein; and

Whereas, the Waterworks District of Highland (WW District) is governed by its Board of Waterworks Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Water Works Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The WW District, through its Board of Directors, has determine the need to replace and upsize the existing water lines within the Project boundaries, as described herein, in order to improve water flow and water quality; has determined that it would be in the best interest of the utility to coordinate the work with the Project; and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

Whereas, The Sanitary District of Highland (SD District) is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Project scope includes the repair and replacement of certain storm water and sanitary system facilities, which are the responsibility of SD District and have agreed to fund its share of the construction costs and engineering services necessary to complete the work; and

Whereas, NIES Engineering, Inc. had prepared plans and specifications for the Project on behalf of the Board of Works and Water Works District and the Project was bid in accordance with IC 36-1-12 *et seq.*; and notice was published in accordance with IC 5-3-1; and

Whereas, the following bids were received at 10:00 a.m. on April 26, 2018:

Rex Construction Co., Inc.	\$749,794.00
Dyer Construction Co., Inc.	\$824,421.24
deBoer Egolf Corporation	\$817,747.00
Grimmer Construction, Inc.	\$831,119.60
Gatlin Plumbing & Heating, Inc.	\$900,000.00
Engineer's Estimate	\$845,775.00

Whereas, NIES Engineering, Inc. has reviewed the bids and determined that the bid of Rex Construction Co., Inc. in the amount of Seven Hundred Forty-nine Thousand Seven Hundred Ninety-four Dollars and 00/100 (\$749,794.00 to be the lowest responsive and responsible bid.

Whereas, there are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Town of Highland, through its Board of Works, now desires to accept the recommendation of the Public Works Director and award a construction contract to Rex Construction Co., Incorporated for the Wicker Park Manor Street Improvement and Water Main Replacement Project, the CDBG Project for FY 2017, in the amount of \$230,429.50 for street and right-of-way improvements; and

Whereas, The Water Works District of Highland, through its Board of Directors, now desires to accept the recommendation of the Water Works Superintendent and Water Works Engineer and award the bid for Wicker Park Manor Street Improvement and Water Main Replacement Project to Rex Construction Co., Incorporated in the amount of \$466,584.50 for water works improvements; and

Whereas, The Sanitary District of Highland, through its Board of Commissioners, now desires to accept the recommendation of the Sanitary District Superintendent and Sanitary District Engineer and award the bid for Wicker Park Manor Street Improvement and Water Main Replacement Project to Rex Construction Co., Incorporated in the amount of \$52,780.00 for sewage works improvements.

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana, the Board of Works for the Town of Highland and the Board of Commissioners of the Highland Sanitary District as follows:

1. That the Bid of Rex Construction Co., Incorporated in the amount of Seven Hundred Forty-nine Thousand Seven Hundred Ninety-four Dollars and 00/100 (\$749,794.00 for the Wicker Park Manor Street Improvement and Water Main Replacement Project is hereby accepted as the lowest responsive and responsible bid.
2. That the Town of Highland, through its Board of Works, acknowledges and approves its share of the work in the amount of Two Hundred Thirty Thousand Four Hundred Twenty-nine Dollars and 50/100 Cents (\$230,429.50);
3. That the Waterworks District of Highland, through its Board of Directors, acknowledges and approves its share of the work for Wicker Park Manor Street Improvement and Water Main Replacement Project in the amount of Four Hundred Sixty-six Thousand, Five Hundred Eighty-four Dollars and 50/100 Cents (\$466,584.50);
4. That the Sanitary District of Highland, through its Board of Commissioners, acknowledges and approves its share of the work for Wicker Park Manor Street Improvement and Water Main Replacement Project in the amount of Fifty-two Thousand, Seven Hundred Eighty Dollars and 00/100 Cents (\$52,780.00)
5. That the Water Works District Superintendent/Sanitary District Superintendent/Public Works Director is authorized to execute the agreement and all documents necessary to implement the Project.

Duly Adopted, Resolved and Ordered by the Highland Town Council, Lake County, Indiana, this 14th day of May, 2018. Having been passed by a vote of 5 in favor and 0 opposed.

**BOARD OF WORKS OF THE TOWN OF
HIGHLAND, INDIANA**

/s/Mark Herak (IC 36-5-2-10)

Attest:

/s/Michael W. Griffin, Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 26nd day of April, 2018. Having been passed by a vote of 3 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**

/s/George Georgeff, President

Attest:

/s/George A. Smith, Secretary

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 15th day of May 2018. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND SANITARY DISTRICT
BY ITS BOARD OF COMMISSIONERS:**

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

3. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-11

A resolution amending the 2018 Capital Project Budget of the Sanitary District to be paid from its sewage works improvement fund.

A motion to approve Resolution 2018-11 was made by Commissioner Corpus and Commissioner Jones seconded. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motion was passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
CAPITAL BUDGET RESOLUTION NO. 2018- 11

A RESOLUTION AMENDING THE 2018 CAPITAL PROJECT BUDGET OF THE SANITARY DISTRICT TO BE PAID FROM ITS SEWAGE WORKS IMPROVEMENT FUND

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Board of Sanitary Commissioners in performing its duties, now determines that passage and adoption of a Capital Budget Resolution amending a 2017 Capital Budget to be paid from funds of the Sanitary District to be necessary for the sound management and control of the sewage works and performing its duty to construct, reconstruct, operate, repair, and maintain all sewage works.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said District, the following allowances for the identified sums of money are hereby fixed and ordered set apart for the purposes herein specified to be paid from Sanitary District Sewage Works Improvement Fund:

Wicker Park Manor Improvement Project (PE)	\$3,600.00
<u>Wicker Park Manor Improvement Project (CN)</u>	<u>\$52,780.00</u>
Total Allowances as fixed for this Fund	\$56,380.00

Section 2. That the Municipal Fiscal Officer is instructed and authorized to assign such accounts and establish such financial reporting methodology as to permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 3. That the Superintendent of the Sanitary District is instructed and authorized to prepare accounts payable for projects identified herein in such a manner as to support and permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 4. That there shall be no capital expenditure for the identified projects in excess of the amounts fixed by this resolution without express action by the Board of Sanitary Commissioners, revising the amount fixed and authorizing the additional allowance amount;

Section 5. That any prior Capital Budget duly adopted by resolution and as amended from time to time is hereby repealed and replaced to include the Capital expenses identified herein.

Section 6. That this Resolution shall be effective immediately upon its passage and adoption by the Board of Sanitary Commissioners and may be amended or repealed by subsequent resolution duly passed and adopted.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 15th day of May, 2018. Having been passed by a vote of 4 for and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary of the Board of Sanitary Commissioners

New Business:

1. Commissioner Jones made a motion to authorize the transfer of \$337,500 from the Sanitary District Sewage Cash Reserve Fund to the Corporation General Fund. Clerk-Treasurer, Michael Griffin gave the detail on the action. The motion was seconded by Commissioner Corpus. Upon a roll call vote there were (5) five affirmatives and no (0) negatives. The motion was passed.

2. The reimbursement of \$2,246.14 to the property at 10007 4th Street, account #022-14029-10, this is to waive the sewer use charges, the water did not enter the sanitary sewer system after the pipe froze and consequently broke. Commissioner Corpus made a motion and Commissioner Jones seconded. Upon a roll call vote there were (5) five affirmatives and no (0) negatives. The motion passed.

Reports: None

Comments from the Commissioners: None

Business from the Floor: Mark Herak of the Town Council wanted to make comments to the Commissioners. He questioned if the Red Zone had finished the 5th Street basin. In the Petit Park area, now that the lining of the pipes is complete he wants the Board to look further into the laterals in the neighborhood because he is not satisfied with the before and after results of the lining even though it was explained the weather and others factors prevent a comparable comparison of flow. He then commented about what he believes to be faulty design and drainage of the curve at Martha and Grace Streets.

Claims:

Fund 040	Sanitary Operating	\$174,068.09
Fund 070	Sewage Operating	\$270,420.05
	Total	\$444,488.14

Commissioner Jones made a motion to approve payment of the claims in the amount of \$444,488.14. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday June 19, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Cieslak moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting adjourned at 7:35 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately after the Public Meeting on Tuesday, May 15, 2018, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works, and Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer.

Staff Reports:

1. The cost of service study was discussed by Robert Tweedle.
2. Commonwealth has been delayed a month due to a revised schedule.
3. Commissioner Burton questioned the value of looking at the laterals in the Petit Park area. Commissioner Cieslak questioned why laterals would be inspected if the sanitary sewer is not separated. More discussion ensued focusing on the status of separation projects. The Board acknowledged the benefit of a study that can control for the impact of I&I in private lateral sewers. The Board asked Derek Snyder of NIES Engineering to identify areas of town where a study can be conducted.

Next Meeting: The next scheduled study session will be on June 5, 2018. The next regularly scheduled Regular Public Meeting Session will be held Tuesday, June 19, 2018 7:00 p.m., following a study session at 6:30 p.m.

The meeting adjourned at 7:55 p.m.

Laura Pramuk, Recording Secretary

MINUTES OF THE REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, JUNE 19, 2018

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, June 19, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Laura Corpus, Rex Burton, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach & Mark Knesek of Public Works, Mark Herak, Town Council.

1. Commissioner Garcia reported after consideration and research the Town of Highland will not meet with the Town of Munster.
2. Mark Knesek shared with the commissioners the feedback from the article in the Gazebo Express.
2. Rex Burton was able to contact the GIS Vice President at Crown Point and their next meeting is June 28, 2018.
4. Derek Snyder issued the expense tracking document via email as a pdf.
5. The proposal for the Red Zone is good until July 31, 2018 for the Red Zone.
6. Robert Tweedle reported the follow up call with government took place. Phase 1 & 2 will not be done until September. The government seems responsive to the high rate treatment system. The Consent Decree is due either the end of June or first of July. No project scope is anticipated in the near future.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, June 19, 2018, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Laura Corpus, Rex Burton, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney John Bach and Mark Knesek of Public Works and Mark Herak, Town Council. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: The May 15, 2018 Regular Public meeting minutes are posted as written.

Special Orders: None

Communications:

1. A letter dated June 6, 2018 from Thomas Gordon of Christopher Burke Engineering regarding Martha Street Storm Sewer Improvement Project regarding Pay Request No. 9 to Grimmer Construction, Inc. for the Martha Street Storm Sewer Project in the amount of \$20,186.48.

General Orders and Unfinished Business:

1. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-12

A Resolution authorizing and Approving a Change Order to the Construction Contract with Grimmer Construction, Incorporated for the Martha Street Storm Sewer Improvements and Pump Station Project

A motion to approve Resolution 2018-12 was made by Commissioner Cieslak and Commissioner Corpus seconded. Upon a roll call vote there were (5) five affirmatives and no (0) negatives. The motion was passed.

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-12

A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER TO THE CONSTRUCTION CONTRACT WITH GRIMMER CONSTRUCTION, INCORPORATED FOR THE MARTHA STREET STORM SEWER IMPROVEMENTS AND PUMP STATION PROJECT

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 *et seq.*; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, had heretofore determined to make drainage improvements along the 3100-3400 blocks of Martha to Street to alleviate street flooding along Martha Street and implemented the Martha Street Storm Sewer Improvements and Pump Station Project; and

Whereas, Christopher B. Burke Engineering, LTD (CBBEL) had prepared plans and specifications for the Project on behalf of the Sanitary District and the Project was bid in accordance with IC 36-1-12 *et seq.* and notice was published in accordance with IC 5-3-1; and

Whereas, The District has heretofore awarded a contract to Grimmer Construction, Incorporated (Grimmer) for the Project on May 2, 2014 in the amount of One Million Three Hundred Twenty-three Thousand Six Hundred Fifty-eight Dollars and 20/100 Cents (\$1,323,658.20); and

Whereas, on November 21, 2017, the \District adopted Resolution No. 2017-43, A Resolution authorizing and Approving a Change Order to the Construction Contract with Grimmer Construction, Incorporated for the Martha Street Storm Sewer Improvements and Pump Station Project that increased in the amount of construction contract to One Million Three Hundred Forty-five Thousand Four Hundred Sixty-eight Dollars and 71/100 Cents (\$1,345,468.71); and

Whereas, during the course of construction of the Project, it has become necessary to change or alter the original specifications of the project and to reconciled the estimated quantities to the actual quantities installed on the project; and

Whereas, CBBEL, a licensed engineer performing construction engineering services on the Project, has specifically identified and presented a second Change Order, attached herewith, which details the changes and alterations to the Project which have a net increase in the contract amount of Twelve Thousand Five Hundred Forty-seven Dollars and 81/100 cents (\$12,547.81); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to approve and authorize the Change Order as described.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That Change Order No. 2 to Grimmer Construction, Incorporated for the Martha Street Storm Sewer Improvements and Pump Station Project, as prepared by Christopher B. Burke Engineering, LTD, a licensed professional engineer performing construction engineering services on the Project, is hereby approved and authorized in each and every respect;

Section 2. That Change Order No. 2 increases the original contract amount by Twelve Thousand Five Hundred Forty-seven Dollars and 81/100 cents (\$12,547.81) bringing the total value of the agreement to One Million Three Hundred Fifty-eight Thousand Sixteen Dollars and 52/100 Cents (\$1,358,016.52);

Section 3. That the President of the Sanitary District of Highland be authorized to execute the Change Order with his signature;

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 19th day of June, 2018. Having been passed by a vote of ____ in favor and ____ opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard J. Garcia, President

Attest:

/s/David Jones, Secretary

2. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-13

A Resolution Accepting and Approving an Agreement between the Highland Sanitary District Board of Commissioners and NIES Engineering for Engineering Services during Construction for the Cardinal Campus Development Phase II – Main Street and Prairie Avenue Public Sewer Improvements.

A motion to strike Resolution 2018-13 was made by Commissioner Cieslak and Commissioner Corpus seconded. Upon a roll call vote there were (5) five affirmatives and no (0) negatives. The motion was passed.

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Fund 040	Sanitary Operating	\$179,167.97
Fund 044	San Dist Capital	\$21,762.48
Fund 070	Sewage Operating	\$310,817.62
Fund 072	Sewage Improv	\$4,901.32
	Total	\$516,649.39

Commissioner Jones made a motion to approve payment of the claims in the amount of \$516,649.39. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday July 17, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Cieslak moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting adjourned at 7:06 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately after the Public Meeting on Tuesday, June 19, 2018, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Kneseck of Public Works, and Mark Herak, Town Council.

Staff Reports:

1. John Bach mentioned a bill a resident has requested reimbursement for but there is a policy in place to address the Sanitary Board will not reimburse the charge.

Next Meeting: The next scheduled study session will be in August, the July 3, study session was cancelled due to the Fourth of July holiday. The next regularly scheduled Regular Public Meeting Session will be held Tuesday, July 17, 2018 7:00 p.m., following a study session at 6:30 p.m.

The meeting adjourned at 7:15 p.m.

Laura Pramuk, Recording Secretary

**MINUTES OF THE REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, JULY 17, 2018**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, July 17, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc.; Robert Tweedle, Attorney; John Bach, Public Works Director; and Mark Herak, Town Council.

1. The Commissioners discussed the status of the repayment of expenses associated with the sewer repair at 3416 Martha Street. Mr. Bach advised that two letters have been sent to the property owner regarding the matter without response. Mr. Bach advised the Commissioners that the Town Attorney, on behalf of both the sewer utility and water utility was intervening on the case and will be sending out a third letter to the property.
2. Commissioner Burton discussed GIS experience with Trey Westerlund.
3. The Board and staff discussed the sanitary sewer overflows that had occurred in July, which were results two severe rain events.
4. Mr. Snyder discussed the 2018 Sewer Ling program.
5. The Board discussed moving ahead with the Redzone “Yes” Program in the 81st Street Sanitary Sewer District to be brought up under new business on the public meeting agenda.
6. Mr. Tweedle advised the board that an RFQ for the Hammond Sanitary District Cost of Service study has been drafted and distributed to the Board members and open for comment.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, July 17, 2018, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Richard Garcia and David Jones. Absent: none. Also present were Derek Snyder of NIES Engineering, Inc.; Robert Tweedle, Attorney; John Bach, Public Works Director; and Mark Herak, Town Council.

The minutes were recorded by John Bach, Recording Secretary *Pro Tempore*.

Minutes of Previous Session: The June 18, 2018 meeting minutes had not be completed and approval will be deferred to the August , 2018 meeting.

Special Orders: None

Communications: None

General Orders and Unfinished Business: None

New Business:

1. Action to Consider the Proposal from Redzone Robotics for System-wide Sanitary Sewer Categorization & Development of a Wastewater Asset Management System. – Phase II. Commissioner Burton moved to approve a proposal from Redzone Robotics for System-wide Sanitary Sewer Categorization & Development of a Wastewater Asset Management System. – Phase II. Commissioner Corpus seconded. Discussion: Mr. Bach stated that the program will cover the 81st Street Sanitary Sewer System Basin and include approximately 170,800 LF of sanitary sewer lines that are all tributary to the 81st Street Lift Station in the amount of \$388,824.15. The cost will be financed by Redzone with the initial payment being made at the time the contract is executed and four additional annual payments beginning in January 2019. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed

Revised Docket

Fund 040	Sanitary Operating	\$215,439.29
Fund 041	San Dist BD & INT	\$800.00
Fund 044	San Dist Capital	\$268,175.00
Fund 070	Sewage Operating	\$244,879.82
	Total	\$761,303.89

Reports: None

Comments from the Commissioners: None

Business from the Floor:

1. David and Christine Hargens, 9151 Grace Place; Christopher Covault, 3434 Martha Street; and Christopher Serna, 9204 Johnston Street addressed the Board to discuss the drainage problem they were experiencing in their backyards and were hoping that the district would take corrective action to resolve the matter. Commissioner Garcia advised the property owners of the Boards policy and offered assistance consistent with the policy. The Board also offered some financing options. The property owners indicated that they would discuss the matter amongst themselves and get back with the Board.

Claims:

Fund 040-0000	Sanitary Operating	\$35,357.79
Fund 040-0014	Sanitary District Admin & Sewage	\$1,650.00
Fund 040-0014	Sanitary District Solid Waste	\$137,529.59
Fund 044	San Dist Capital	\$0.00
Fund 070	Sewage Operating	\$238,352.72
<u>Fund 072</u>	<u>Sewage Improv</u>	<u>\$4,992.00</u>
	TOTAL	\$417,882.10

Commissioner Jones made a motion to approve payment of the claims in the amount of \$417,882.10. Commissioner Corpus seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, August 21, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Jones moved to adjourn. Commissioner Corpus seconded. The motion passed. The meeting adjourned at 7:25 p.m.

Respectfully Submitted

John M. Bach, Recording Secretary *Pro Tempore*

**MINUTES OF THE REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, August 21, 2018**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, August 21, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle,

Attorney, John Bach & Mark Knesek of Public Works, Mark Herak, Town Council, Michael Griffin, Clerk-Treasurer.

1. John Julien from Umbaugh was present to discuss the status of the Cost of Service Study with the Commissioners and staff. John spoke of the progress to date, his expectation of the cost of service study and the time frame to complete.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, August 21, 2018, 7:06 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney John Bach and Mark Knesek of Public Works and Mark Herak, Town Council, Michael Griffin, Clerk-Treasurer.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: The July 19, 2018 Regular Public meeting minutes are posted as written.

Special Orders: None

Communications:

1. A letter from Robinson Engineering from Ronald Wiedeman dated July 23 regarding the Johnston Street Sanitary Sewer between Grand Blvd and 81st St. payment request in the amount of \$31,336.03.
2. A letter from Nies Engineering from Derek Snyder dated August 9, regarding Pay Request #4 for Annual Service Agreement for CIPP Lining of Sanitary Sewers for the amount of \$164,502.72.
3. A letter from Nies Engineering from Derek Snyder dated August 14, regarding Pay Request #3 for the Wicker Park Manor Water Main Replacement and Street Improvement Project for a total amount due of \$75,602.34 and of that amount \$33,888.87 from the Sanitary Board.

General Orders and Unfinished Business:

1. *SANITARY DISTRICT of HIGHLAND*
Board of Sanitary Commissioners
Resolution No. 2018-14

A Resolution Accepting the Recommendation of Christopher B Burke Engineering, LTD and Authorize the Release of Retainage to Grimmer Construction, Incorporated for the Martha Street Storm Sewer Project. A motion to approve Resolution 2018-14 was made by Commissioner Cieslak and Commissioner Corpus seconded. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motion was passed.

Resolution No. 2018-14

A RESOLUTION ACCEPTING THE RECOMMENDATION OF CHRISTOPHER B BURKE ENGINEERING, LTD AND AUTHORIZE THE RELEASE OF RETAINAGE TO GRIMMER CONSTRUCTION, INCORPORATED FOR THE MARTHA STREET STORM SEWER PROJECT

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 *et seq.*; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, has heretofore determined a need to improve drainage on the 3100-3300 of Martha Street, including the construction of a storm water pumping station and had implemented the Martha Street Storm Sewer and Pumping Station Project (Project), and

Whereas, Christopher B. Burke Engineering, LTD (CBBEL) had prepared plans and specifications for the Project on behalf of the Sanitary District and the Project was bid in accordance with IC 36-1-12 *et seq.* and notice was published in accordance with IC 5-3-1; and

Whereas, The District had heretofore awarded a contract to Grimmer Construction, Incorporated for the Project on May 2, 2017 in the amount of One Million Three Hundred Twenty-three Thousand Six Hundred Fifty-eight Dollars and 20/100 (\$1,323,658.20); and

Whereas, CBBEL had also been engaged to perform professional engineering services during construction; and

Whereas, On November 21, 2017, the District adopted Resolution No. 2017-43, A Resolution authorizing and Approving a Change Order to the Construction Contract with Grimmer Construction, Incorporated for the Martha Street Storm Sewer Improvements and Pump Station Project that increased in the amount of construction contract to One Million Three Hundred Forty-five Thousand Four Hundred Sixty-eight Dollars and 71/100 Cents (\$1,345,468.71); and

Whereas, On June 19, 2018, the District adopted Resolution No. 2018, A Resolution authorizing and Approving a Change Order to the Construction Contract with Grimmer Construction, Incorporated for the Martha Street Storm Sewer Improvements and Pump Station Project that increased in the amount of construction contract to One Million Three Hundred Fifty-eight Thousand Sixteen Dollars and 52/100 Cents (\$1,358,016.52); and

Whereas, CBBEL has heretofore determined that the Project is complete pursuant to the terms of contract specifications and has recommended the release the balance of retainage held in the amount of Sixty-seven Thousand Nine Hundred Dollars and 83/100 Cents (\$67,900.83); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires accept the recommendation of CBBEL and authorize and approve the release of retainage held in the amount of the Sixty-seven Thousand Nine Hundred Dollars and 83/100 Cents (\$67,900.83).

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That construction work performed by Grimmer Construction, Incorporated for the Martha Street Storm Sewer and Pumping Station Project is hereby accepted and approved in each and every respect; and

Section 2. That the recommendation from CBBEL to release retainage held in the amount Sixty-seven Thousand Nine Hundred Dollars and 83/100 Cents (\$67,900.83) is hereby accepted; *and*

Section 3. That the Office of the Clerk Treasurer is authorized and instructed to release retainage held in the amount of Sixty-seven Thousand Nine Hundred Dollars and 83/100 Cents (\$67,900.83) to Grimmer Construction, Incorporated.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 21st day of August, 2018. Having been passed by a vote of 4 in favor and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

2. Action to approve Pay Request #4 to Insituform Technologies USA, Inc for 2016 Work Order #1 in the amount of \$164,502.72 and to the Capital Retainage Fund the amount of \$18,278.08. A motion was made by Commissioner Corpus and Commissioner Jones seconded. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motion was passed.

New Business:

1. Commissioner Jones move to concur and affirm the actions of the Board of Waterworks Directors as set forth in Waterworks Board of Directors Resolution No. 2018-10, A Resolution Regarding the Recommendation and Authorization of Damages to the Waterworks Plant and Associated Charges. Commissioner Cieslak seconded. Discussion: Mr. Bach advised that this matter relates to damages incurred by both the Water Utility and Sewer Utility through the negligent activity of the property owner at 3416 Martha Street and sets forth the process for recovery. The Water Utility is leading the effort for recovery. Upon a roll-call vote, there were four (4) affirmatives and no (0) negatives. The motion passed.

2. *SANITARY DISTRICT of HIGHLAND*
Board of Sanitary Commissioners
Resolution No. 2018-13

A Resolution Accepting the Recommendation of Robinson Engineering, LLC and Authorize the Release of Retainage to Grimmer Construction, Incorporated for the Johnston Street Sanitary Sewer Replacement Project. A motion to approve was made by Commissioner Cieslak and Commissioner Corpus seconded. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motion was passed.

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-13

A RESOLUTION ACCEPTING THE RECOMMENDATION OF ROBINSON ENGINEERING, LLC AND AUTHORIZE THE RELEASE OF RETAINAGE TO GRIMMER CONSTRUCTION, INCORPORATED FOR THE JOHNSTON STREET SANITARY SEWER REPLACEMENT PROJECT

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, has heretofore determined a need to replace the sanitary sewer line in the 8100-8400 blocks of Johnston Street, which included the 3500 blocks of 81st Street, Duluth Place, and Eder Place; and had implemented the Johnston Street Sanitary Sewer Replacement Project (Project), and

Whereas, Robinson Engineering, LTD (Robinson) had prepared plans and specifications for the Project on behalf of the Sanitary District and the Project was bid in accordance with IC 36-1-12 *et seq.* and notice was published in accordance with IC 5-3-1; and

Whereas, The District had heretofore awarded a contract to Grimmer Construction, Incorporated for the Project on May 16, 2017 in the amount of Five Hundred Seventy-two Thousand Five Hundred Ninety-three Dollars and 00/100 (\$572,593.00); and

Whereas, Robinson had also been engaged to perform professional engineering services during construction; and

Whereas, The District has heretofore approved Change Order No. 1 to the construction contract on January 16, 2018 that increased the original contract amount by Fifty-four Thousand One Hundred Twenty-seven Dollars and 65/100 Cents (\$54,127.65) bringing the total value of the agreement to Six Hundred Twenty-six Thousand Seven Hundred Twenty Dollars and 65/100 Cents (\$626,720.65); and

Whereas, Robinson has heretofore determined that the Project is complete pursuant to the terms of contract specifications and has recommended the release the balance of retainage held in the amount of Thirty-one Thousand Three Hundred Thirty-six Dollars and 03/100 Cents (\$31,336.03); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires accept the recommendation of Robinson and authorize and approve the release of retainage held in the amount of the Thirty-one Thousand Three Hundred Thirty-six Dollars and 03/100 Cents (\$31,336.03).

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That construction work performed by Grimmer Construction, Incorporated for the Johnston Street Sanitary Sewer Replacement Project is hereby accepted and approved in each and every respect; and

Section 2. That the recommendation from Robinson to release retainage held in the amount Thirty-one Thousand Three Hundred Thirty-six Dollars and 03/100 Cents (\$31,336.03) is hereby accepted; *and*

Section 3. That the Office of the Clerk Treasurer is authorized and instructed to release retainage held in the amount of Thirty-one Thousand Three Hundred Thirty-six Dollars and 03/100 Cents (\$31,336.03) to Grimmer Construction, Incorporated.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 21st day of August, 2018. Having been passed by a vote of 4 in favor and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Fund 040 Sanitary Operating	\$201,943.68
Fund 041 San Dist BD & INT Exem	\$78,088.75
Fund 042 San Dist BD & INT New	\$1,285,831.74
Fund 044 San Dist Capital	\$49,153.50
Fund 070 Sewage Operating	\$322,063.07
Fund 072 Sewage Improv	\$89,286.38
Total	\$ 2,026,367.12

Commissioner Jones made a motion to approve payment of the claims in the amount of \$2,026,367.12. Commissioner Corpus seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday September 18, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Cieslak moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting adjourned at 7:20 p.m.

An Executive Session convened immediately followed the Public Meeting.

Respectfully Submitted

Laura Pramuk, Recording Secretary

**MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, September 18, 2018**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, September 18, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works, Mark Herak, Town Council.

1. The proposal was made and accepted by the Board to change the study session from November 6, to November 7.

2. Robert Tweedle addressed Commissioner Burton’s comment from August 23rd regarding Consent Decrees from other towns in Indiana. There is only Newburgh, Indiana that has a Consent Decree regarding separated sewers.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, September 18, 2018, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, Mark Knesek of Public Works and Mark Herak, Town Council.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: The August 21, 2018 and the June 19, 2018 Regular Public meeting minutes are posted as written.

Special Orders: None

Communications:

1. A letter from Derek Snyder of Nies Engineering dated August 9, 2018 regarding a pay request for the annual service agreement of the CIPP lining of sanitary sewers to release the retainage in the amount of \$120,883.32.

General Orders and Unfinished Business:

1. *SANITARY DISTRICT of HIGHLAND*
Board of Sanitary Commissioners
Resolution No. 2018-16

A Resolution Accepting the Recommendation of NIES Engineering, Incorporated and Authorize the Release of Retainage to Insituform Technologies USA, LLC for the 2016 CIPP Lining Project. A motion to approve Resolution 2018-16 was made by Commissioner Burton and Commissioner Corpus seconded. Upon a roll call vote there were (5) five affirmatives and no (0) negatives. The motion was passed.

SANITARY DISTRICT OF HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-16

A RESOLUTION ACCEPTING THE RECOMMENDATION OF NIES ENGINEERING, INCORPORATED AND AUTHORIZE THE RELEASE OF RETAINAGE TO INSITUFORM TECHNOLOGIES USA, LLC FOR THE 2016 CIPP LINING PROJECT

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, had heretofore determined a need to rehabilitate the sanitary sewer system for the purpose of controlling inflow and infiltration of storm water into the sanitary sewer and that sanitary sewer lining, sanitary sewer point repairs and sanitary sewer manhole rehabilitation are "Trenchless Reconstruction" initiatives available to that purpose; and

Whereas, NIES Engineering, Incorporated (NIES) had prepared plans and specifications for Annual Service Agreements for Trenchless Reconstruction of Sanitary Sewers that include Cure-in-Place Pipe Lining (Contract 1), Cure-in-Place Sanitary Sewer Point Repairs (Contract 2) and Sanitary Sewer Manhole Rehabilitation (Contract 3) on behalf of the Sanitary District and the work was bid in accordance with IC 36-1-12 *et seq.* and notice was published in accordance with IC 5-3-1; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, had heretofore adopted Resolution No. 2016-18 and awarded a contract to Insituform Technologies USA, LLC for Cure-in-Place Pipe Lining (Contract 1) to line certain sewer lines in the District as a part of its inflow/Infiltration Abatement Program, and

Whereas, NIES had also been engaged to perform professional engineering services during construction; and

Whereas, NIES has determined that the Project is complete pursuant to the terms of contract specifications and has recommended the release the balance of retainage held in the amount of One Hundred Twenty Thousand Eight Hundred Eighty-three Dollars and 32/100 Cents (\$120,883.32); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires accept the recommendation of NIES and authorize and approve the release of retainage held in the amount of the One Hundred Twenty Thousand Eight Hundred Eighty-three Dollars and 32/100 Cents (\$120,883.32).

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners for the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That construction work performed by Insituform Technologies USA, LLC for Cure-in-Place Pipe Lining (Contract 1) Project is hereby accepted and approved in each and every respect; and

Section 2. That the recommendation from NIES to release retainage held in the amount One Hundred Twenty Thousand Eight Hundred Eighty-three Dollars and 32/100 Cents (\$120,883.32) is hereby accepted; *and*

Section 3. That the Office of the Clerk Treasurer is authorized and instructed to release retainage held in the amount of One Hundred Twenty Thousand Eight Hundred Eighty-three Dollars and 32/100 Cents (\$120,883.32) to Insituform Technologies USA, LLC.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 18th day of September, 2018. Having been passed by a vote of 5 in favor and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

2. *SANITARY DISTRICT of HIGHLAND*
Board of Sanitary Commissioners
Resolution No. 2018-17

A RESOLUTION AMENDING THE 2018 CAPITAL PROJECT BUDGET OF THE SANITARY DISTRICT TO BE PAID FROM ITS SEWAGE WORKS IMPROVEMENT FUND. A motion to approve Resolution 2018-17 was made by Commissioner Cieslak and Commissioner Jones seconded. Upon a roll call vote there were (5) five affirmatives and no (0) negatives. The motion was passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
CAPITAL BUDGET RESOLUTION NO. 2018 - 17

A RESOLUTION AMENDING THE 2018 CAPITAL PROJECT BUDGET OF THE SANITARY DISTRICT TO BE PAID FROM ITS SEWAGE WORKS IMPROVEMENT FUND

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Board of Sanitary Commissioners in performing its duties, now determines that passage and adoption of a Capital Budget Resolution amending a 2017 Capital Budget to be paid from funds of the Sanitary District to be necessary for the sound management and control of the sewage works and performing its duty to construct, reconstruct, operate, repair, and maintain all sewage works.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said District, the following allowances for the identified sums of money are hereby fixed and ordered set apart for the purposes herein specified to be paid from Sanitary District Sewage Works Improvement Fund:

<u>RedZone Phase II</u>	<u>\$77,764.83</u>
Total Allowances as fixed for this Fund	\$77,764.83

Section 2. That the Municipal Fiscal Officer is instructed and authorized to assign such accounts and establish such financial reporting methodology as to permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 3. That the Superintendent of the Sanitary District is instructed and authorized to prepare accounts payable for projects identified herein in such a manner as to support and permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 4. That there shall be no capital expenditure for the identified projects in excess of the amounts fixed by this resolution without express action by the Board of Sanitary Commissioners, revising the amount fixed and authorizing the additional allowance amount;

Section 5. That any prior Capital Budget duly adopted by resolution and as amended from time to time is hereby repealed and replaced to include the Capital expenses identified herein.

Section 6. That this Resolution shall be effective immediately upon its passage and adoption by the Board of Sanitary Commissioners and may be amended or repealed by subsequent resolution duly passed and adopted.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 18th day of September, 2018. Having been passed by a vote of 5 for and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary of the Board of Sanitary Commissioners

New Business:

1. *SANITARY DISTRICT of HIGHLAND*
Board of Sanitary Commissioners
Resolution No. 2018-18

A RESOLUTION REGARDING THE DISPOSITION OF A SURPLUS OF PROCEEDS IN THE SANITARY DISTRICT SPECIAL PAYMENT FUND, PURSUANT TO I.C. 36-9-25-28. A motion to approve was made by Commissioner Corpus and Commissioner Cieslak seconded. Upon a roll call vote there were (5) five affirmatives and no (0) negatives. The motion was passed.

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Fund 040	Sanitary Operating	\$178,859.69
Fund 042	San Dist BD & INT New	\$125.00
Fund 044	San Dist Capital	\$182,780.80
Fund 070	Sewage Operating	\$308,962.18
<u>Fund 072</u>	<u>Sewage Improv</u>	<u>\$25,325.88</u>
	Total	\$696,053.55

Commissioner Jones made a motion to approve payment of the claims in the amount of \$696,053.55. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday October 16, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Cieslak moved to adjourn. Commissioner Burton seconded. The motion passed. The meeting adjourned at 7:05 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately after the Public Meeting on Tuesday, September 18, 2018, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works, and Mark Herak, Town Council.

Staff Reports:

1. Derek Snyder of Nies Engineering gave the current project updates.
2. There was discussion amongst the Commissioners regarding the cost of service study and the timeline of completion.

Next Meeting: The next scheduled study session will be October 2, 2018. The next regularly scheduled Regular Public Meeting Session will be held Tuesday, October 16, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

The meeting adjourned at 7:45 p.m.

Respectfully Submitted

Laura Pramuk, Recording Secretary

MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, October 16, 2018

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, October 16, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works, Mark Herak, Town Council.

1. The refuse and recyclables collection contract will expire on March 31, 2019 there was discussion regarding the new contract.
2. There is not an update on 3416 Martha Street status.
3. Derek Snyder gave an update on the lining project and other current projects.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, October 16, 2018, 7:00 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, Mark Knesek of Public Works and Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: The September 18, 2018 Regular Public meeting minutes are posted as written.

Special Orders: None

Communications: A letter from Derek Snyder of Nies Engineering dated October 10, 2018 regarding a pay request #5 for Wicker Park Manor Water Main Replacement and Street Improvement Project submitted by Rex Construction for none retainage by withheld for the Sanitary Board and a current amount due of \$14,760.00.

General Orders and Unfinished Business:

1. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-18

A RESOLUTION AMENDING THE 2018 CAPITAL PROJECT BUDGET OF THE SANITARY DISTRICT TO BE PAID FROM ITS SEWAGE WORKS IMPROVEMENT FUND

A motion to approve Resolution 2018-18 was made by Commissioner Jones and Commissioner Corpus seconded. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motion was passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
CAPITAL BUDGET RESOLUTION NO. 2018 - 18

A RESOLUTION AMENDING THE 2018 CAPITAL PROJECT BUDGET OF THE SANITARY DISTRICT TO BE PAID FROM ITS SEWAGE WORKS IMPROVEMENT FUND

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Board of Sanitary Commissioners in performing its duties, now determines that passage and adoption of a Capital Budget Resolution amending a 2017 Capital Budget to be paid from funds of the Sanitary District to be necessary for the sound management and control of the sewage works and performing its duty to construct, reconstruct, operate, repair, and maintain all sewage works.

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Sanitary District of Highland, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said District, the following allowances for the identified sums of money are hereby fixed and ordered set apart for the purposes herein specified to be paid from Sanitary District Sewage Works Improvement Fund:

Sanitary Sewer Point Repairs	\$30,000.00
<u>Gordon Drive Drainage Project</u>	<u>\$53,165.00</u>
Total Allowances as fixed for this Fund	\$83,165.00

Section 2. That the Municipal Fiscal Officer is instructed and authorized to assign such accounts and establish such financial reporting methodology as to permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 3. That the Superintendent of the Sanitary District is instructed and authorized to prepare accounts payable for projects identified herein in such a manner as to support and permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 4. That there shall be no capital expenditure for the identified projects in excess of the amounts fixed by this resolution without express action by the Board of Sanitary Commissioners, revising the amount fixed and authorizing the additional allowance amount;

Section 5. That any prior Capital Budget duly adopted by resolution and as amended from time to time is hereby repealed and replaced to include the Capital expenses identified herein.

Section 6. That this Resolution shall be effective immediately upon its passage and adoption by the Board of Sanitary Commissioners and may be amended or repealed by subsequent resolution duly passed and adopted.

Duly Adopted, Resolved and Ordered by the Board of Sanitary Commissioners of Highland, Lake County, Indiana, this 16th day of October, 2018. Having been passed by a vote of 4 for and 0 opposed.

THE SANITARY DISTRICT OF HIGHLAND
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary of the Board of Sanitary Commissioners

2. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-19

A RESOLUTION ACCEPTING A QUOTE FROM GATLIN PLUMBING & HEATING, INCORPORATED TO FOR THE NIPSCO RIGHT-OF-WAY (ROW) DRAINAGE PROJECT IN THE AMOUNT OF \$53,165.00 AS THE LOWEST RESPONSIVE AND RESPONSIBLE QUOTE

A motion to approve Resolution 2018-19 was made by Commissioner Corpus and Commissioner Burton seconded. Upon a roll call vote there were (4) four affirmatives and no (0) negatives. The motion was passed.

SANITARY DISTRICT OF HIGHLAND
BOARD OF SANITARY COMMISSIONERS
RESOLUTION NO. 2018-19

A RESOLUTION ACCEPTING A QUOTE FROM GATLIN PLUMBING & HEATING, INCORPORATED TO FOR THE NIPSCO RIGHT-OF-WAY (ROW) DRAINAGE PROJECT IN THE AMOUNT OF \$53,165.00 AS THE LOWEST RESPONSIVE AND RESPONSIBLE QUOTE

Whereas, The Sanitary District of Highland is governed by its Board of Sanitary Commissioners, pursuant to the provisions of IC 36-9-25 et seq.; and

Whereas, IC 36-9-25-9 specifically provides that the Board of Sanitary Commissioners shall manage and control all works of the district and may purchase, acquire, construct, reconstruct, operate, repair and maintain all sewage works; and

Whereas, The Board of Sanitary Commissioners in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 36-9-25 including repealing or amending them consistent with the Sanitary District Law; and

Whereas, The Northwestern Indiana Public Service Company (NIPSCO) had constructed improvements within their ROW behind the homes in the 8300 block of Gordon Drive, which disrupted drainage ways and caused severe backyard flooding to along the eastern border of the NIPSCO ROW; and

Whereas, NIES Engineering, Inc. collaborated with NIPSCO engineers and prepared a plan to correct the drainage problem that includes the extension of storm sewer to the area and grading work to direct waters to the proposed storm inlet; and

Whereas, The Sanitary District of Highland (District), through its Board of Sanitary Commissioners, has heretofore determined to participate in the cost of remediation as the work includes drainage improvement that were not the result of NIPSCO's improvement project; and

Whereas, NIES Engineering, Incorporated has prepared plans and specifications for the Project on behalf of the Sanitary District and procured quotes for the work; and

Whereas, the following quotes were received:

Gatlin Plumbing & Heating, Inc.	\$74,740.00
Grimmer Construction, Inc.	\$89,340.00
Hasse Construction Company, Inc	\$135,000.00

Whereas, the Sanitary District Superintendent and NIES Engineering, Inc. have reviewed the quotes and determined that the quote of Gatlin Plumbing & Heating, Inc. in the amount of Seventy-four Thousand Seven Hundred Forty Dollars and 00/100 (\$74,740.00) to be the lowest responsive and responsible quote, and

Whereas, The District has determined to amend the plans and eliminate the pipe segment that extends north from CB 2040C to be constructed at a later date with the revised construction cost, based upon units costs in the original quote to be Fifty-three Thousand One Hundred Sixty-five dollars and not cents (\$53,165.00);

Whereas, NIPSCO has agreed to reimburse the District for 50% of the construction cost for the segment from MH 2040 to proposed MH 2040A to proposed MH 2040B to proposed CB 2040C and for 100% of the construction cost for the segment from proposed CB 2040C to proposed CB 2040D; and

Whereas, there are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

Whereas, The Sanitary District of Highland, through its Board of Sanitary Commissioners, now desires to accept the quote and award the Project to Gatlin Plumbing & Heating, Inc..

Now, Therefore Be it Resolved by the Board of Sanitary Commissioners of the Highland Sanitary District, Lake County, Indiana, as follows:

1. That the quote of Gatlin Plumbing & Heating, Inc. in the amount of Fifty-three Thousand One Hundred Sixty-five dollars and not cents (\$53,165.00); for the **NIPSCO RIGHT-OF-WAY (ROW) DRAINAGE PROJECT** is hereby accepted as the lowest responsive and responsible quote;

2. That the Sanitary District Superintendent is authorized to execute the agreement and all documents necessary to implement the Project.

Duly Adopted, Resolved and Ordered by the Highland Sanitary District, Board of Commissioners, Lake County, Indiana, this 16th day of October, 2018. Having been passed by a vote of 4 in favor and 0 opposed.

HIGHLAND SANITARY DISTRICT
BY ITS BOARD OF COMMISSIONERS:

/s/Richard Garcia, President

Attest:

/s/David Jones, Secretary

New Business: None

Reports: None

Comments from the Commissioners; None

Business from the Floor: None

Claims:

Fund 040	Sanitary Operating	\$197,810.54
Fund 044	San Dist Capital	\$5,751.50
<u>Fund 070</u>	<u>Sewage Operating</u>	<u>\$298,174.64</u>
		\$501,736.68

Commissioner Jones made a motion to approve payment of the claims in the amount of \$501,736.68. Commissioner Burton seconded. Upon a roll-call vote, there were four (4) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday November 20, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Jones moved to adjourn. Commissioner Corpus seconded. The motion passed. The meeting adjourned at 7:16 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately after the Public Meeting on Tuesday, October 16, 2018, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, Mark Knesek of Public Works, and Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer.

Staff Reports:

1. The Board reviewed and discussed a letter received regarding previous utility billing.
2. Michael Griffin reviewed the financials with the Board.

Next Meeting: The next scheduled study session will be November 7, 2018. The next regularly scheduled Regular Public Meeting Session will be held Tuesday, November 20, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

The meeting adjourned at 7:55 p.m.

Respectfully Submitted

Laura Pramuk, Recording Secretary

**MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, November 20, 2018**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, November 20, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach and Mark Knesek of Public Works, Mark Herak, Town Council, Michael Griffin, Clerk-Treasurer.

1. Derek Snyder reported the sewer work on Gordon and Strong Street is complete.
2. Mark Knesek reviewed the work of the Red Zone Phase II and reported the Meadow subdivision has many leaking lines.
2. Michael Griffin reviewed the October financial statement; he noted the refund to Meijer was causing a cash flow problem.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, November 20, 2018, 7:02 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, Mark Knesek and John Bach of Public Works and Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer.

The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: The October 16, 2018 Regular Public meeting minutes are posted as written.

Special Orders: None

Communications:

1. A letter from Derek Snyder of Nies Engineering dated November 7, 2018 regarding a pay request #6 for Wicker Park Manor Water Main Replacement and Street Improvement Project submitted by Rex Construction for \$66,322.66 of which \$1,600.00 is for the Sanitary Board.
2. A Change Order was received from Rex Construction for the Wicker Park Manor Water Main and Street Improvement for a total contract increase of \$15,403.34 of which \$1,234.30 is for the Sanitary Board.

General Orders and Unfinished Business:

1. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution No. 2018-20

RESOLUTION AUTHORIZING, AND APPROVING THE PAYMENT OF ELECTIVE REFUND TO RELATIVES OF A DECEASED RESIDENTIAL CUSTOMERS FOR STORM AND WASTEWATER FEES COLLECTED FOR SERVICES AT 2329 RIDGEWOOD, HIGHLAND. A motion to approve Resolution 2018-20 was made by Commissioner Corpus and Commissioner Jones seconded. Upon a roll call vote there were (3) three affirmatives and no (0) negatives. The motion was passed.

New Business:

1. SANITARY DISTRICT of HIGHLAND
Board of Sanitary Commissioners
Resolution 2018-21,

A Resolution Modifying and establishing user fees for the collection, treatment and disposal of wastewater and for the management of stormwater was introduced by Commissioner Jones. Sanitary Board to proceed to a public hearing on December 18, 2018.

Without objection, President Garcia called for a recess in the Public Meeting and opened the Executive Session at 7:28 p.m.

At 9 p.m. President Garcia closed the Executive Session and reconvened the Public Meeting.

1. Brian Desharnais, Commonwealth Engineering, Inc. (CEI), presented Task Order 2018-02 titled Highland Sanitary District – SSO Remedial Projects – Phase I and II Preliminary Engineering (S18049). Description: Preliminary geotechnical evaluation to assess viability of Alternative 10 in the Preliminary Engineering Report (PER), involving trenchless construction in the amount of Thirty-three Thousand Dollars and no Cents (\$33,000.00). Commissioner Jones moved to accept and approve Task Order 2018-02 and authorize the Sanitary District Superintendent to execute the Task Order. Commissioner Corpus seconded. Discussion: Mr. Desharnais stated that the work would be performed by sub-consultant SME, 2663 Eaton Road, Lansing, Michigan. SME specializes in geotechnical services for trenchless pipe installation and that CEI has used SME on similar projects in the past with success. Mr. Desharnais reported that the draft geotechnical report would be submitted on February 13, 2019 and the final

geotechnical report would be submitted on March 1, 2019. Without further discussion. On a vote viva voce, the motion passed.

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Fund 040	Sanitary Operating	\$78,340.24
Fund 041	San dist BD & Int-exemp	\$ 400.00
Fund 044	San Dist Capital	\$3,250.00
Fund 070	Sewage Operating	\$281,735.23
<u>Fund 072</u>	<u>Sewage Improvement Fund</u>	<u>\$459,925.70</u>
Total		\$823,651.17

Commissioner Jones made a motion to approve payment of the claims in the amount of \$823,651.17. Commissioner Corpus seconded. Upon a roll-call vote, there were three (3) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, December 18, 2018 at 7:00 p.m., following a study session at 6:30 p.m.

Adjournment: The meeting was adjourned at 9:10 p.m.

Respectfully Submitted

Laura Pramuk, Recording Secretary

**MINUTES OF A REGULAR PUBLIC MEETING
BOARD OF SANITARY COMMISSIONERS
TUESDAY, December 18, 2018**

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately before the Regular Public Meeting at 6:30 p.m. on Tuesday, December 18, 2018, with Commissioner Garcia presiding, in the main meeting room of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in order to discuss the final agenda of the regular meeting.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach of Public Works, Mark Herak, Town Council, Michael Griffin, Clerk-Treasurer.

1. The study session on January 1, 2019 will be cancelled and not rescheduled.
2. The resolution to modify and establish user fee for the collection, treatment and disposal of wastewater and for the management of stormwater will need to be amended.

3. There was discussion regarding a DOJ project that will qualify to expected parameters.
4. Derek Snyder gave an Instituform update.
5. ohn Bach gave a Red Zone update.
6. There will be a technical conference call regarding the preliminary engineering services from Commonwealth regarding SSO remedial project in the sanitary sewer collection system.

The study session ended at 7:05 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland met Tuesday, December 18, 2018, 7:02 p.m., in the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana. The Regular Public meeting was opened with the Pledge of Allegiance to the United States of America.

Roll Call: Present on roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia and David Jones. Also present were Derek Snyder of NIES Engineering, Inc., Robert Tweedle, Attorney, John Bach of Public Works and Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer. The minutes were recorded by Laura Pramuk, Recording Secretary.

Minutes of Previous Session: November 20, 2018 of the Regular Public Meeting are posted as written

Special Orders:

1. Public Hearing to Consider Proposed Change of Rates for Wastewater and Stormwater Services: Proposed Change to the Rates and charges for wastewater and storm water services.

At its meeting of November 20, 2018, Resolution 2018-21 was introduced and ordered for a public hearing pursuant to IC 36-9-25-11. Robert Tweedle confirmed proof of publication.

The Public Hearing opened.

Action on Resolution 2018-21, A Resolution modifying and establishing user fees for the collection, treatment and disposal of wastewater and for the management of stormwater, pursuant to IC 36-9-25 et. seq.

Michael Griffin recommended to adopt section 3 and to amend section 1 & 2.

Commissioner Garcia asked for comments in favor or against from the public three times. Hearing no comment from the public, the public hearing was closed.

Commissioner Burton recommended to strike section 1 & 2. Commission Jones motioned to strike Sections 1 and 2 from Resolution 2018-21. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

A RESOLUTION MODIFYING AND ESTABLISHING USER FEES FOR THE COLLECTION, TREATMENT AND DISPOSAL OF WASTEWATER AND FOR THE MANAGEMENT OF STORMWATER, PURSUANT TO I.C. 36-9-25 ET SEQ. Commissioner Cieslak motioned to approve Resolution 2018-21 as amended. Commissioner Jones seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

Communications: None

General Orders and Unfinished Business:

1. *SANITARY DISTRICT of HIGHLAND*
Board of Sanitary Commissioners
Resolution No. 2018-22

A RESOLUTION AUTHORIZING AND APPROVING AN AGREEMENT (CEI TASK ORDER 2018-03) BETWEEN COMMONWEALTH ENGINEERS, INCORPORATED AND THE SANITARY DISTRICT OF HIGHLAND FOR THE PREPARATION OF A CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAM. Commissioner Cieslak motioned to approve Resolution 2018-22. Commissioner Corpus seconded. Upon a roll-call vote, there were five (5) affirmatives and no (0) negatives. The motion passed.

New Business: None

Reports: None

Comments from the Commissioners: None

Business from the Floor: None

Claims:

Fund 040	Sanitary Operating	\$167,171.48
Fund 070	Sewage Operating	\$203,506.36
<u>Fund 072</u>	<u>Sewage Improvement</u>	<u>\$301,631.75</u>
		\$672,309.59

Commissioner Jones made a motion to approve payment of the claims in the amount of \$672,309.59. Commissioner Cieslak seconded. Upon a roll-call vote, there were five (5) affirmative and no (0) negatives. The motion passed.

Next Meeting: The next regularly scheduled Public Meeting Session will be held, Tuesday, January 15, 2019 at 7:00 p.m., following a study session at 6:30 p.m

Adjournment: There being no other business to come before the Board of Sanitary Commissioners, Commissioner Burton moved to adjourn. Commissioner Jones seconded. The motion passed. Meeting adjourned at 7:15 p.m.

The Board of Sanitary Commissioners of the Sanitary District of Highland convened in a study session immediately after the Public Meeting on Tuesday, December 18, 2018, in the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Present at the study session on silent roll call were Commissioners Greg Cieslak, Rex Burton, Laura Corpus, Richard Garcia, David Jones. Also present were Derek Snyder of NIES Engineering, Inc. Robert Tweedle, Attorney, John Bach of Public Works, Mark Herak, Town Council and Michael Griffin, Clerk-Treasurer.

1. Commissioner Garcia stated to the Commissioners his commitment to the cost of service study and regular review the consent decree to include appropriate costs.

The meeting was adjourned at 7:34 p.m.

Respectfully Submitted,

Laura Pramuk